

??? Is your office ECF ready ???

To determine if your office is ready to participate in the CM/ECF (Case Management/Electronic Case Filing) project, please answer the questions below with a Yes/No response. Fill in any other information that you think may help us to determine your ECF readiness.

1) Do you have a PC (personal computer) with a Pentium III chip or better with 32MB of RAM or better ? Yes / No

We recommend at least 64MB RAM and preferably 128MB. The faster the better ! Slower PC's beginning with at least a 486DX chip at 66MHZ will work but so poorly that it would not make economic sense to try. Apple computers and workstations using Linux may also be used. The computer should have adequate hard disk storage; we recommend 10 gigabytes (GB) or more.

2) Do you have access to the Internet? Yes / No

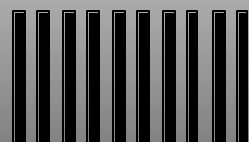
A 56K V.90 modem or a direct Internet connection. The faster the Internet connection, the easier ECF is to use. We think that using a 56K dial-up modem will, unfortunately, be unsatisfactory to anyone making more than very occasional use of CM/ECF. To transmit or download a document containing 10 scanned pages will take about 10 minutes using a 56K modem. Consequently, we recommend that participants obtain fast access to the Internet using DSL, cable, or T-1 lines.

3) Do you have a scanner? Yes / No

Documents that are not on a user's computer in the form of word processing files must be scanned in order to file them electronically. An example is a deed to secure debt attached to a proof of claim. Scanners range in price from \$50 to tens of thousands of dollars. We recommend that users start with a flatbed scanner. If a user anticipates imaging many documents, the user may wish to consider a scanner to which a sheet feeder can be attached.

4) Do you have a printer? Yes / No

Notwithstanding the benefits of electronic filing, we all know that paper will not disappear in the near future. A durable laser printer will initially cost more than an inkjet printer but in the long run will be cheaper because the per page cost of toner is much less than the per page cost of an ink cartridge.



Software. The software needed to access and file documents in ECF is as follows:

5) Operating system. Is your PC running Microsoft Windows 95/98/ME/2000/XP, or Windows NT 4.x? Yes / No

6) Does your PC have a word processing application? Yes / No

7) Does your PC have Adobe Acrobat installed to read and write PDF documents? Yes / No

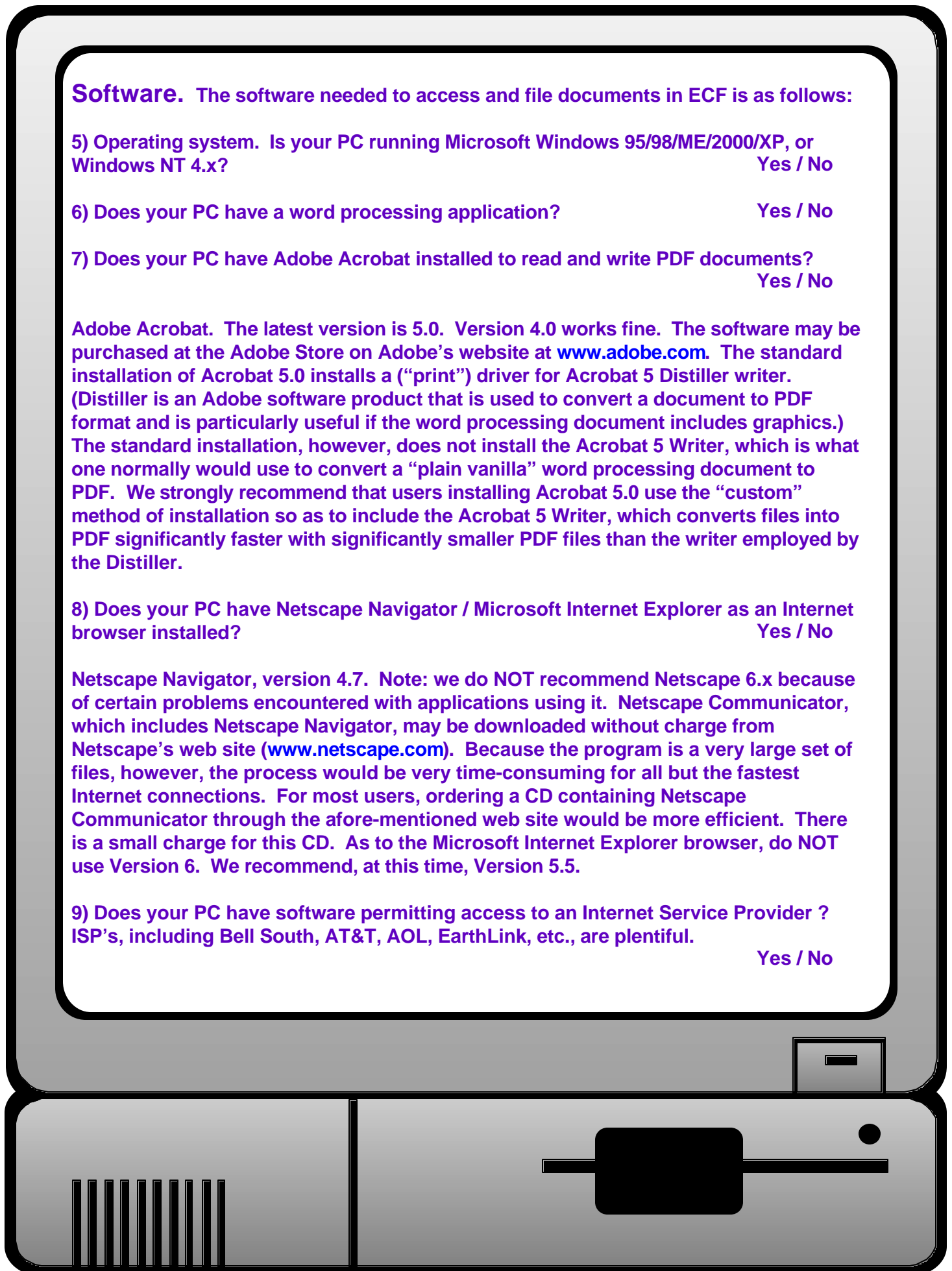
Adobe Acrobat. The latest version is 5.0. Version 4.0 works fine. The software may be purchased at the Adobe Store on Adobe's website at www.adobe.com. The standard installation of Acrobat 5.0 installs a ("print") driver for Acrobat 5 Distiller writer. (Distiller is an Adobe software product that is used to convert a document to PDF format and is particularly useful if the word processing document includes graphics.) The standard installation, however, does not install the Acrobat 5 Writer, which is what one normally would use to convert a "plain vanilla" word processing document to PDF. We strongly recommend that users installing Acrobat 5.0 use the "custom" method of installation so as to include the Acrobat 5 Writer, which converts files into PDF significantly faster with significantly smaller PDF files than the writer employed by the Distiller.

8) Does your PC have Netscape Navigator / Microsoft Internet Explorer as an Internet browser installed? Yes / No

Netscape Navigator, version 4.7. Note: we do NOT recommend Netscape 6.x because of certain problems encountered with applications using it. Netscape Communicator, which includes Netscape Navigator, may be downloaded without charge from Netscape's web site (www.netscape.com). Because the program is a very large set of files, however, the process would be very time-consuming for all but the fastest Internet connections. For most users, ordering a CD containing Netscape Communicator through the afore-mentioned web site would be more efficient. There is a small charge for this CD. As to the Microsoft Internet Explorer browser, do NOT use Version 6. We recommend, at this time, Version 5.5.

9) Does your PC have software permitting access to an Internet Service Provider ? ISP's, including Bell South, AT&T, AOL, EarthLink, etc., are plentiful.

Yes / No



10) Have you read the “Standing Order regarding proper format for all filings”? Yes / No

11) Have you read the “Standing Order regarding administrative procedures for electronically filed cases” and the related document “Administrative Procedures for filing, signing, maintaining and verifying pleadings and other documents in the electronic case filing”?

Yes / No

Firm Name: _____

Address: _____

Phone #: _____

Contact Name: _____

Questions regarding ECF readiness? Call the staff in the Clerk’s Office, 207-780-3482 x233 (Portland) or 207-945-0534 x226 (Bangor)

www.meb.uscourts.gov



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE
ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM
(Live System)**

I request that the U.S. Bankruptcy Court, District of Maine, register me for ECF training. I have already signed up on-line for the class to be held at the location, date and time listed below. Upon completion of training, I will be issued a login and password so that I can use the Court's Electronic Case Filing System (CM/ECF).

I understand that the use of my login and password serves as and constitutes my signature. I agree to protect and secure my password and I will immediately notify the court if I have any reason to suspect that my password has been compromised in any way.

I further agree to abide by all of the rules and regulations in the *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Other Documents in the Electronic Case Filing (ECF) System* currently in effect, and any changes or additions that may be made to these procedures in the future.

Class Location, Date and Time: _____

First/Middle/Last Name: _____

Social Security Number: _____

Bar ID # and State: _____

Law Firm Name: _____

Firm Address: _____

Firm Federal Tax ID #: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Signature: _____ Date: _____

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE
CREDIT CARD BLANKET AUTHORIZATION FORM**

I hereby authorize the United States Bankruptcy Court for the District of Maine to charge the credit card(s) noted below for payment of fees, costs and expenses which are incurred by myself or any member or employee of the law firm, partnership or professional corporation stated below. I certify that I am authorized to sign this form on behalf of my law firm. This form must be signed by the person whose signature appears on the back of the credit card.

Name as it appears on card: _____

Names of other authorized users: _____

Card mailing address: Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

' American Express No. _____	Expiration Date: _____
' Diners Club No. _____	Expiration Date: _____
' Discover No. _____	Expiration Date: _____
' MasterCard No. _____	Expiration Date: _____
' VISA No. _____	Expiration Date: _____

' Please pay for any charges by charging them to this credit card and sending the firm an itemized receipt at the time of each transaction.

This form will be kept on file in the Clerk's office and will remain in effect until specifically revoked in writing and/or the expiration date of the card has passed. It is the responsibility of the law firm named above to complete a new **credit card blanket authorization** when a credit card has been renewed or to notify the court if the card has been revoked, canceled or stolen.

In the event the charge against this account is denied, you will be notified immediately to make payment in cash, money order or certified check. Any abuse of this privilege may result in your removal from the credit card program.

Signature: _____ Date: _____

You must photocopy your credit card (both sides) and attach the copy to this form.

Please return to: ECF Registration Desk
 United States Bankruptcy Court
 537 Congress Street, 2nd floor
 Portland, ME 04101